

WORK SPECIFICATIONS AND STANDARDS
JANITORIAL SERVICES
FAA, 5640 OLD AIRPORT WAY
FAIRBANKS, AK

All work described herein shall be done in accordance with the following specifications and standards. All work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

Appendix A lists the rooms and the estimated square footages. Services are to be performed twice a week on Tuesday and Friday between the hours of 6PM and 11PM. Buildings 207 and 300 are to be cleaned once a week only.

The contractor is to provide all cleaning supplies and expendable equipment such as brooms, mops, dust cloths, laundry detergent, toilet paper, and bar soap. The contractor is to provide a vacuum cleaner and carpet shampooer.

Work shall be limited to buildings numbers 404, 202, 207, and 300 at 5640 Old Airport Way, Fairbanks, AK.

COR is Ruthie Sevy (907) 455-5713.

A. Two times weekly:

1. Item: Floors, uncarpeted

Specifications: After vacuuming or sweeping floors, mop with a detergent solution. Remove all spots, stains, marks and streaks with an appropriate cleaning agent for floors, baseboards, doorjambs, cabinets and furniture legs.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film and brush marks.

2. Item: Floors, carpeted

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

3. Item: Restrooms

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate area of washbasins, and spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into each toilet bowl and urinal and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper towel and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits and odor.

4. Item: Waste Receptacles

Rooms: All

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles which have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in outside containers serving the FAA compound.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

5. Item: Furniture Dusting

Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

6. Item: Drinking Fountain

Specifications: Damp wipe all drinking fountains with a solution of water, detergent, odor counteractant and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surface with clean water. Polish exterior and hardware with a lint-free cloth.

Standard: A properly cleaned drinking fountain is free of all fingerprints, smudges, streaks, and film.

7. Item: Entrance Mats

Specifications: Vacuum mats in front and rear entrance.

Standard: A properly cleaned mat is free of dirt and gravel.

8. Item: Exterior Area and Front Steps

Specifications: Scrape clean of ice and snow when required.

Standard: A properly cleaned area is free of ice and snow.

9. Item: Janitor Closet

Specifications: Maintain a clean and orderly area.

Standard: A properly clean and orderly storage area is free of all dirt, grime and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.

10. Item: Kitchen Area

Specifications: Damp wipe washbasin, faucet, countertop, microwave oven, and refrigerator front with a solution of water and detergent.

Standard: A properly cleaned kitchen unit is free of all stains, streaks, smudges, deposits, odors and has an orderly appearance.

B. Quarterly: To be performed the last week of January, April, July, and October.

1. Item: Floors, uncarpeted

Specifications: Strip all old wax from tiled floors using an appropriate industrial grade wax remover and a brush or steel wood agitation. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax deposits. Wax with an appropriate nonskid wax, equal or superior to Federal Specification P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform gloss. Remove all wax deposits from furniture legs, cabinets, baseboards and doorjambs.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks and wax-buildup and has a uniformly bright appearance.

2. Item: Carpet Cleaning

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade, foam run cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains and matted areas and has a uniformly bright appearance.

3. Item: Furniture

Rooms: All

Specifications: Damp wipe vinyl covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe with a clean cloth, until dry. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

4. Item: Walls, doors, woodwork, sun filtering shades or venetian blinds

Specifications: Spot clean all walls, doors and woodwork using an appropriate spot removing agent to remove all fingerprints, spots, stains and smudges. Wipe away any stains, spillage and ripping with a damp cloth.

Standard: A properly spot-cleaned wall, door, woodwork, and window shade is free of all fingerprints, spots, smudges and stains.

5. Item: Windows, inside

Specifications: Wash all windows on the inside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

C. Semi-annual: To be performed in May and September

1. Item: High Cleaning

Specifications: Dust all vents, grilles, tops of doors and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

Standard: A properly cleaned pipe, vent, grille, ledge, transom or light fixture is free of all dust, grit, spots, lint and cobwebs.

2. Item: Windows, outside

Specifications: Wash all windows on the outside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

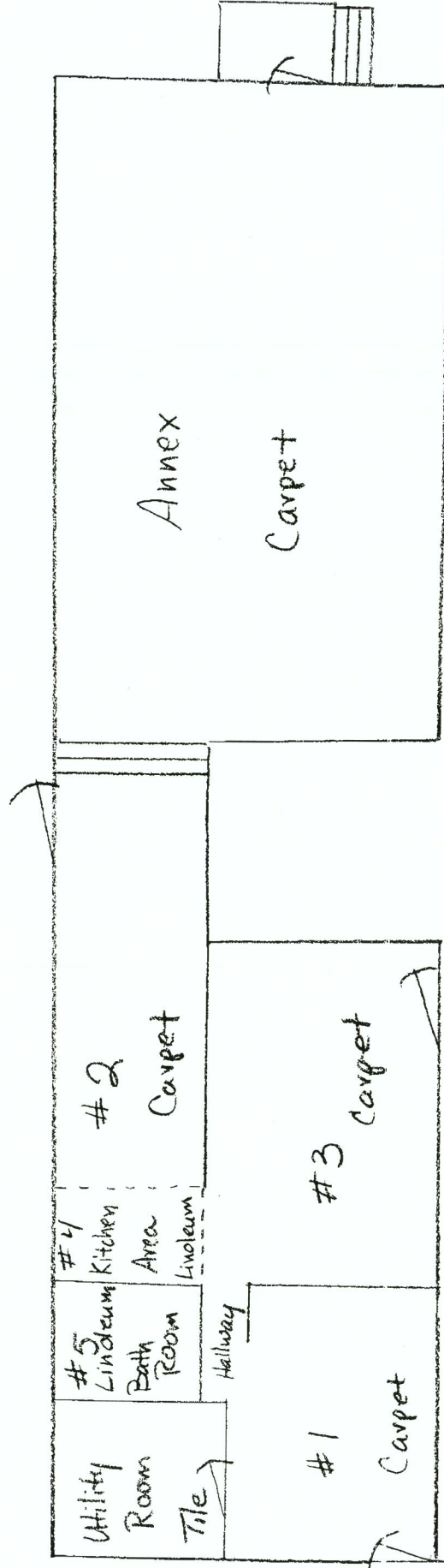
APPENDIX A

WORK SCHEDULE JANITORIAL SERVICES 5640 OLD AIRPORT WAY FAIRBANKS, AK

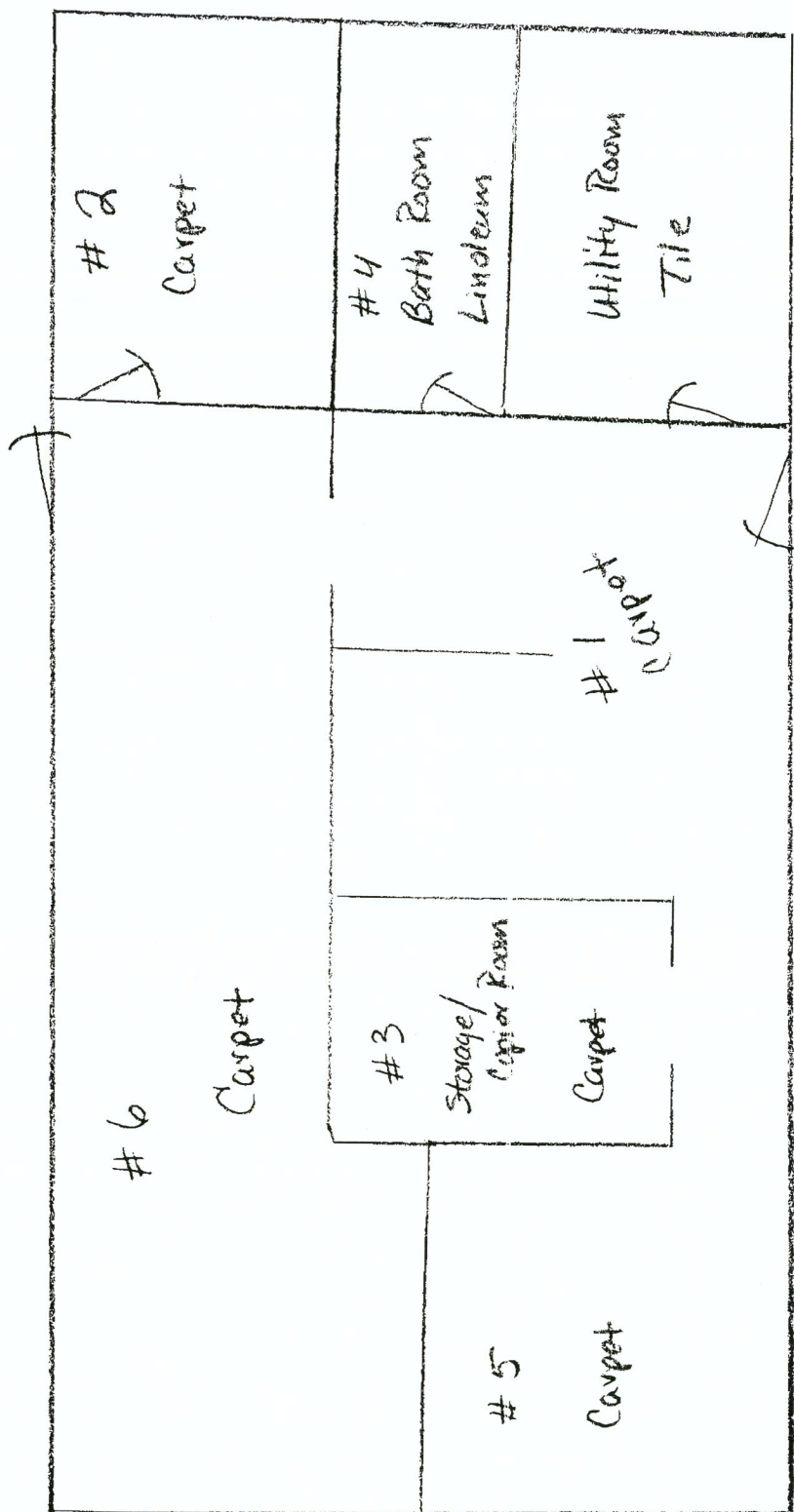
<u>Bldg. #</u>	<u>Room#</u>	<u>Floor Covering</u>	<u>Frequency</u>	<u>Sq. Ft.</u>
202	Annex	Carpet	2 x weekly	378
	1	Carpet	2 x weekly	237
	2	Carpet	2 x weekly	96
	3	Carpet	2 x weekly	347
	4	Linoleum	2 x weekly	24
	5	Linoleum	2 x weekly	41
	Hallway	Carpet	2 x weekly	24
	Utility Room	Tile	2 x weekly	114
404	1	Carpet	2 x weekly	200
	2	Carpet	2 x weekly	104
	3	Carpet	2 x weekly	75
	4	Linoleum	2 x weekly	41
	5	Carpet	2 x weekly	144
	6	Carpet	2 x weekly	554
	Hallway	Carpet	2 x weekly	78
300	1	Carpet	2 x weekly	141
	2	Carpet	2 x weekly	375
	3	Linoleum	2 x weekly	28

207	Bathroom	Linoleum	1 x weekly	24
	Shower	Linoleum	1 x weekly	24

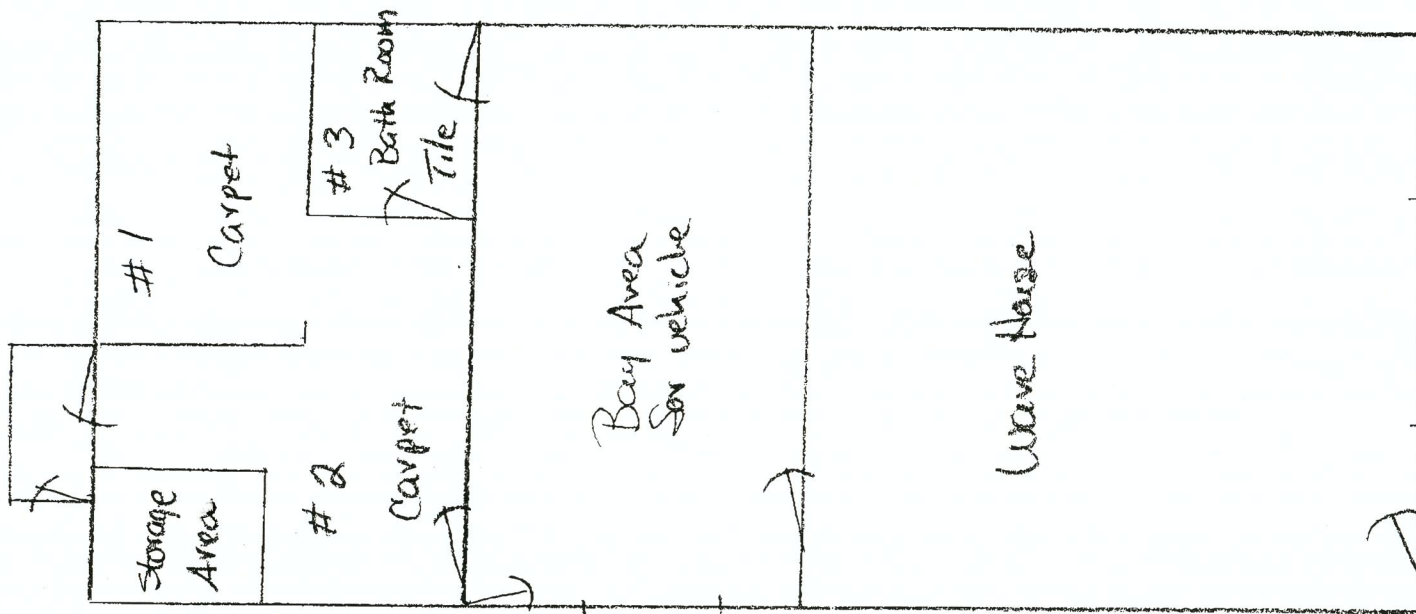
Bldg. # 202



Bldg. #404



Bldg, # 300



Bldg. #207

